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Approved RETURN AND RECORD SHEET 70-00211R000800340015-9

SUBJECT: (Optional)

Vital Materials Deposit Schedule for WH Division

FROM:

DD/P Records Management Officer

NO.

DATE

4 March 1960

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT/RMS - [redacted]
604 1016 16th Street

3/7

3/9

[Signature]

Attached herewith are the original and one copy of the complete Vital Materials Deposit Schedule for WH Division. WH Division has numbered their Vital Materials consecutively; Items 12 thru 17 are duplicatory of deposits by the Office of Personnel but are justified on the grounds of convenience and small size (estimated not to exceed several inches).

Vital Materials covered in this Schedule will be delivered to M [redacted] at the VMR by the WH Division within the next week.

1-2: The VM Deposit Schedule for WH Division has been reviewed and approved. However, items 12 through 17 do duplicate deposits of the Personnel Office as you observed and it is hoped that in future schedules such duplications will be eliminated. Also, it is possible that item 1 may duplicate a [redacted] deposit.

In reviewing the WH schedule, it was observed that it did not follow the outline as defined in [redacted] Attachment 1, as FE had followed. To provide uniformity in scheduling depositing, filing and ultimately retrieving vital Deposits, it is suggested that the categories and items within [redacted] Attachment 1 be used in [redacted] schedules.

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT